

## CCEDC and SBDC

### ***Green Initiatives:***

#### **Recycling/Waste Reduction:**

- Recycle office paper and shredded paper
- Recycle plastic and aluminum
- Use leftover/scrap paper for note paper
- Have a water service to help avoid using plastic water bottles
- Print and copy double sided as much as possible
- Each person has own water and coffee cup to avoid using paper, plastic, and Styrofoam
- Do most of work online/paperless
- Re-use file folders
- In process of transferring over to use hand towels instead of paper towels in bathrooms

#### **Energy Efficiency:**

- Use fluorescent lights
- Conserve energy by turning off lights when not in rooms
- Adjust the heat to make office comfortable
- Have a south facing building

#### **Reuse:**

- Use Freecycle

#### **Transportation:**

- Drive hybrid (SBDC) and energy efficient vehicles

#### **General Sustainability:**

- Have a sustainable business plan (SBDC)
- Banners printed on recycled bottles (SBDC)
- Pens made with recycled bottles (SBDC)
- Developed an inner office healthy eating lifestyle; we bring organic snacks in as much as possible